



NAFI Quick

Guide

Uploading and Indexing
Files



Prepared by NAVFAC
HQ
May 09, 2001



NAVY AIR FORCE INTERFACE(NAFI) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.nafi.navy.mil/> Go

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User Notice

NAFI resides on a Department of the Navy computer system.
NAFI is compatible with IE 4.0 - 5.05 and Netscape 4.7x
Click here to Connect to the [TRAINING SITE](#)

nafi
Navy - Air Force

1. Go to <https://www.nafi.navy.mil/>, type in your NAFI User Name and Password, select the Navy Domain, and click the 'Login' button.

Welcome to NAFI Version 4.0	
UserName	<input type="text"/>
Password	<input type="password"/>
<input checked="" type="radio"/>	Navy Domain
<input type="radio"/>	Air Force Domain
<input type="checkbox"/>	Change Password after Signon
<input type="button" value="Login"/>	

Need Assistance? Contact Support at (703) 601-0247 or (703) 601-0239 or email NAFI Support at eda.support@peoarbs.navy.mil.

Done Internet

Erin Lambert is logged on to NAFI ---- (Account Manager) ---- Current Domain (Navy) - Microsoft Internet Explorer

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NAFI Message Board

Welcome, *Erin Lambert (lamberte)*
You are registered under: *N00025*
Your password will expire in 28 day(s). Click [here](#) to update it.
Goto [Retrieve Contract](#) page.

NAFI SysAdmin Messages

Date Posted	Message
3/30/2001 9:22:00 AM	Please see the NAFI Communique posted under User Communication. In it you will find information regarding the View Files and Duplicate Files Issues, as well as other updates and "Lessons Learned."

2. Select 'Retrieve Contract'.

Done Internet

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Create a New Contract or Search for Contracts/Documents. [Start](#) [Help](#) [Logout](#)

Retrieve Contract or Document

[New Contract](#)

Welcome to NAFI

3. If you are uploading files to a contract that is NOT already in NAFI, click the 'New Contract' button.

Contract List

[N6247200D1400](#) [N6247499C6029](#) [N6247489D9295](#) [N6247098D4283](#) [N6247798D3067](#) [N6247200D1400](#)

Contract or Document Search

Fields with () will be ignored in Contract Search.*

☒ Contract

Contract #

BOA/DO*

Issue Do

Issue Da

(From) (mm/dd/yyyy) (To) (mm/dd/yyyy) (From) (exclude) (To) (exclude)

\$ \$

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Creating a New Contract. [Start](#) [Help](#) [Logout](#)

Add Contract:

Contract No:
Cage Code:

4. Fill in the Contract Number and the Cage Code. The Cage Code to be entered is that of the contractor/vendor to whom the contractual action was awarded.
** Make sure to type in this information correctly.

5. Click the 'Submit' button.

Submit Cancel

Done Internet

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Creating a New Contract. [Start](#) [Help](#) [Logout](#)

Add Contract:

Contract No: N0002501D1234
Cage Code: 12345

Issue DoDAAC: N00025
Admin DoDAAC:
Payment DoDAAC: -
Award Date: [Popup Calendar](#) "mm/ dd/ yyyy"
Award Amount:
Description:
Company Awarded: JVC SERVICE AND ENG
DUNS: 123456789

Add Cancel

6. The Contract No. and Cage Code will be pre-populated based on your entries from the previous page.

Done Internet

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Add Contract:

7. Select the appropriate Issue and Admin DoDAACs (UIC) from the drop down list.

Contract No: N0002501D1234

Cage Code: 12345

Issue DoDAAC:

Admin DoDAAC:

Payment DoDAAC:

Award Date: [Popup Calendar](#) "mm/dd/yyyy"

Award Amount:

Description:

Company Awarded: JVC SERVICE AND ENG

DUNS:

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Creating a New Contract. [Start](#) [Help](#) [Logout](#)

Add Contract:

Contract No: N0002501D1234

Cage Code: 12345

Issue DoDAAC:

Admin DoDAAC:

Payment DoDAAC:

Award Date: [Popup Calendar](#) "mm/dd/yyyy"

Award Amount:

Description:

Company Awarded: JVC SERVICE AND ENG

DUNS:

8. Select the appropriate Payment DoDAAC from the drop down list. These Pay DoDAACs are the only ones allowed by DFAS.

Calendar - Microsoft...

May2001

<<<Today>>>

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

count Manager) ---- Current Domain (Navy) - Microsoft Internet Explorer

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LinksGo

a New Contract.

StartHelpLogout

Contract:

Contract No: N0002501D1234

Cage Code: 12345

Issue DoDAAC: N00025

Admin DoDAAC: N00025

Payment DoDAAC: 060701 - DFAS Oakland

Award Date: 05/07/2001

Popup Calendar

"mm/dd/yyyy"

Award Amount:

Description:

Company Awarded: JVC SERVICE AND ENG

DUNS: 123456789

AddCancel

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9. You may either Click the Popup Calendar link to select the Issue Date or type in the date yourself. When the Popup Calendar appears, select the date and close the Calendar. This will populate the Award Date field.

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Add Contract:

Contract No: N0002501D1234

Cage Code: 12345

Issue DoDAAC:

Admin DoDAAC:

Payment DoDAAC:

Award Date: [Popup Calendar](#) "mm/dd/yyyy"

Award Amount:

Description:

Company Awarded:

DUNS:

10. Enter the Award Amount (without the ' \$ ' character).

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Add Contract:

Contract No: N0002501D1234
Cage Code: 12345
Issue DoDAAC: N00025
Admin DoDAAC: N00025
Payment DoDAAC: 060701 - DFAS Oakland
Award Date: 05/07/2001 [Popup Calendar](#) "mm/dd/yyyy"
Award Amount: 50000
Description: Test Contract
Company Awarded: JVC SERVICE AND ENG
DUNS: 123456789

[Add](#) [Cancel](#)

11. Enter a general description for the Contract.

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Add Contract:

Contract No: N0002501D1234

Cage Code: 12345

Issue DoDAAC:

Admin DoDAAC:

Payment DoDAAC:

Award Date: [Popup Calendar](#) "mm/dd/yyyy"

Award Amount:

Description:

Company Awarded:

DUNS:

12. Enter the full name of the company awarded the contract and the DUNS for this contractor/vendor. ** These fields may be pre-populated based on the Cage Code entered earlier.

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Add Contract:

Contract No: N0002501D1234
Cage Code: 12345
Issue DoDAAC: N00025
Admin DoDAAC: N00025
Payment DoDAAC: 060701 - DFAS Oakland
Award Date: 05/07/2001 [Popup Calendar](#) "mm/dd/yyyy"
Award Amount: 50000
Description: Test Contract
Company Awarded: JVC SERVICE AND ENG
DUNS: 123456789

Add **Cancel**

13. When you have completed all of the fields, click on the 'Add' button and this will become the BASIC Contract Document Index.

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Display List of Documents for a Contract. [Start](#) [Help](#) [Logout](#)

Maintain Contact: N0002501D1234

Award Date: 5/7/01
Award Amount: 50000
Awarded To: JVC SERVICE AND ENGINEERING
Description: TEST CONTRACT

Select Sort Criteria

Primary **Secondary**

Document Index Document Index

☒ Ascending ☐ Descending

Select

ACO **PCO** **DO**

All ACO All PCO All DO

Click the checkbox to add files to one or more documents.

Present listing below is not filtered

Status	Document Index	File List	Issue Date	Issue DoDAAC
Active	<input type="checkbox"/> BASIC	[No Files]	5/7/01	N00025

14. To upload the document files, put a checkmark next to the Document Index and click the 'Upload Files' button. (You can put a check next to up to 8 documents at a time)

15. If you put a check next to more than one document index, select the Document you are uploading the file to from the drop down list.

16. Select the Section you want to upload the file to from the drop down list.

17. Fill in a description of the file.

Document	Section	Description	Attach File
BASIC	Entire Document	BASIC TEST CONT	<input type="text"/> Browse...
Select	Select one	<input type="text"/>	<input type="text"/> Browse...
Select	Select one	<input type="text"/>	<input type="text"/> Browse...
Select	Select one	<input type="text"/>	<input type="text"/> Browse...
Select	Select one	<input type="text"/>	<input type="text"/> Browse...
Select	Select one	<input type="text"/>	<input type="text"/> Browse...
Select	Select one	<input type="text"/>	<input type="text"/> Browse...
Select	Select one	<input type="text"/>	<input type="text"/> Browse...

Upload Cancel

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Upload Files:

Document **Section** **Description** **Attach File**

Document	Section	Description	Attach File
BASIC	Entire Document	BASIC TEST CONT	<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...
Select	Select one		<input type="text"/> Browse...

Choose file

Look in: C:\

\$oem\$	bin	DellUtil
Actuate4	Bracapps	Digiday
Appsdata	Bracmis	Dmi
Assist	Cdrom	Dos
Ati	Data	download
Backup	Dell	Drvlib

File name: Open

Files of type: All Files (*.*) Cancel

Upload Cancel

Done Internet


18. Click on the 'Browse' button to locate the file you want to upload. Find the file you want to upload from the pop-up window and click 'Open'.

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Add Files to N0002501D1234. [Start](#) [Help](#) [Logout](#)

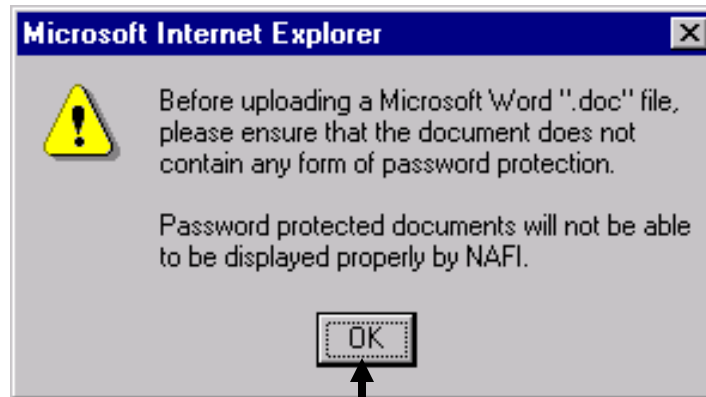
Upload Files: N0002501D1234

Document	Section	Description	Attach File
BASIC	Entire Document	BASIC CONTRACT	C:\My Documents\ Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...

Upload **Cancel**

19. Once all of the fields are filled in, click on 'Upload' and the file will be uploaded to the appropriate document index.
** You need to make sure you are uploading the correct file to the specified index.

Done Internet




20. The following screen will appear. Make sure your file is not password protected, and click 'OK'.

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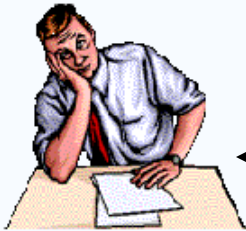
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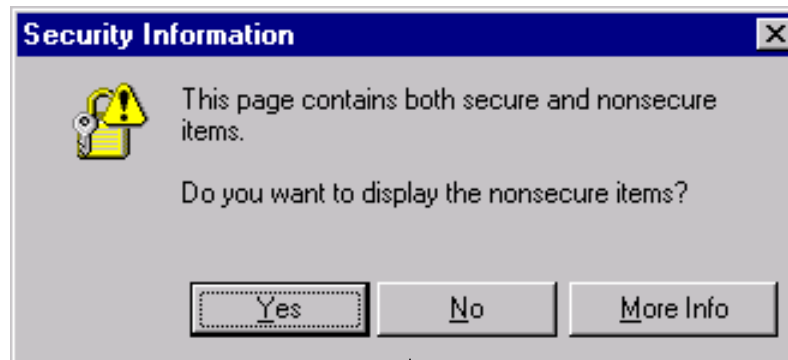
Upload Files: N0002501D1234

Document	Section	Description	Attach File
BASIC	Entire Document	BASIC CONTRACT	C:\My Documents\ Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...
Select	Select one		Browse...


Wait.. Cancel

21. You will see this picture as the file uploads.

Done Internet




If you see this message, click Yes or No to continue.

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Display List of Documents for a Contract. [Start](#) [Help](#) [Logout](#)

Maintain Contact: N0002501D1234

Award Date: 5/7/01
Award Amount: 50000
Awarded To: JVC SERVICE AND ENGINEERING
Description: TEST CONTRACT

Select Sort Criteria

Primary Secondary
Document Index Document Index SELECT
☒ Ascending ☐ Descending

Select Document Filter Criteria

ACO PCO DO
All ACO All PCO All DO SELECT

Add New Document **Upload Files**

Click the checkbox to add files to one or more documents.
Present listing below is not filtered.

Status	Document Index	File List	Issue Date	Issue DoDAAC
Active	<input type="checkbox"/> BASIC	[No Files]	5/7/01	N00025

Done Internet

22. To add a new document to the list for this contract, such as a DO or a Mod, click on 'Add New Document'.

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Adding a New Document [Start](#) [Help](#) [Logout](#)

New Document

23. Fill in the new document's information.

Contract No: N0002501D1234

BOA/DeliveryOrder:

ACO Mod:

PCO Mod: P0001

Award Amount: 2000

Mod Description: TEST PCO MOD

Mod Award Date: 05/07/2001 [Popup Calendar](#) "mm/dd/yyyy"

Issue DoDAAC: N00025

Admin DoDAAC: N00025

Payment DoDAAC: 060701 - DFAS Oakland

** Make sure that you put the DO/Mod number in the correct field.

ADD Cancel

24. When all of the fields are filled in correctly, click the 'Add' button and this will become the Document Index for the new action being loaded. Some fields will automatically pull forward from the initial index that was loaded for this contract.

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Maintain Contact: N0002501D1234

Award Date: 5/1/01
Award Amount: 500
Awarded To: JVC SERVICE AND ENGINEERING
Description: TEST CONTRACT

Select Sort Criteria

Primary Secondary
Document Index SELECT
Pending

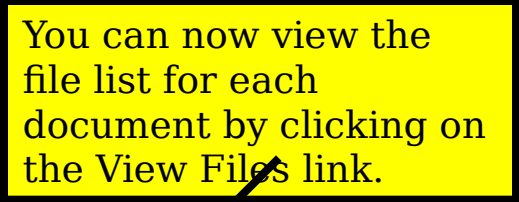

Select Document Filter

ACO PCO DO
All ACO All PCO All DO SELECT

Add New Document Upload Files

*Click the checkbox to add files to one or more documents.
Present listing below is not filtered.*

Status	Document Index	File List	Issue Date	Issue DoDAAC
Active	<input type="checkbox"/> BASIC	View Files [1]	5/1/01	N00025
Active	<input type="checkbox"/> -P00001	[No Files]	5/1/01	N00025




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View Files For : N0002501D1234 : BASIC

Award Date: 5/1/01
Award Amount: 500
Description: TEST CONTRACT

[Upload Files](#) [Send Notification](#) [View Notification Log](#)

Select Sort Criteria

Primary Secondary
File Description File Description SELECT
☒ Ascending ☐ Descending

Please Wait for a Moment to View Files after Upload.

Status	View File Index	View File	Date Posted	File Size(bytes)
Active	Edit File	- BASIC CONTRACT FILE	5/1/01 12:40:08 PM	770560

You can now view each file's index by clicking on the 'Edit File' link.

You can now view each file by clicking on the link with the file description.

Internet

Uploading and Indexing Files

Summary

1. Go to <https://www.nafi.navy.mil>, type in your NAFI User Name and Password, select the Navy Domain, and click the 'Login' button.
 2. Select 'Retrieve Contract'.
 3. If you are uploading files to a contract that is NOT already in NAFI, click the 'New Contract' button.
 4. Fill in the Contract Number and the Cage Code. The Cage Code to be entered is that of the contractor/vendor to whom the contractual action was awarded.
- ** Make sure to type in this information correctly.
5. Click the 'Submit' button.
 6. The Contract No. and Cage Code will be pre-populated based on your entries from the previous page.
 7. Select the appropriate Issue and Admin DoDAACs (UIC) from the drop down list.
 8. Select the appropriate Payment DoDAAC from the drop down list. These Pay DoDAACs are the only ones allowed by DFAS.
 9. You may either click the Popup Calendar link to select the Issue Date or type in the date yourself. When the Popup Calendar appears, select the date and close the Calendar. This will populate the Award Date field.

Uploading and Indexing Files

Summary

10. Enter the Award Amount (without the ' \$ ' character).
11. Enter a general description for the Contract.
12. Enter the full name of the company awarded the contract and the DUNS for this vendor.
- ** These fields may be pre-populated based on the Cage Code entered earlier.
13. When you have completed all of the fields, click on the 'Add' button and this will become the BASIC Contract Document Index.
14. To upload a document's files, put a checkmark next to its Document Index and click the 'Upload Files' button. (You can put a check next to up to 8 documents at a time)
15. If you put a check next to more than one document index, select the Document you are uploading the file to from the drop down list.
16. Select the Section you want to upload the file to from the drop down list.
17. Fill in a description of the file.
18. Click on the 'Browse' button to locate the file you want to upload. Find the file you want to upload from the pop-up window and click 'Open'.
19. Once all of the fields are filled in, click on 'Upload', and the

Uploading and Indexing Files

Summary

20. Make sure your file is not password protected, and click 'OK' on the pop-up window that appears.
21. You will see a picture of a man at a desk as the file uploads.
22. To add a new document to the list for this contract, such as a DO or a Mod, click on 'Add New Document'.
23. Fill in the new document's information.
- ** Make sure that you put the DO/Mod number in the correct field.
24. When all of the fields are filled in correctly, click the 'Add' button and this will become the Document Index for the new action being loaded. Some fields will automatically pull forward from the initial index that was loaded for this contract.